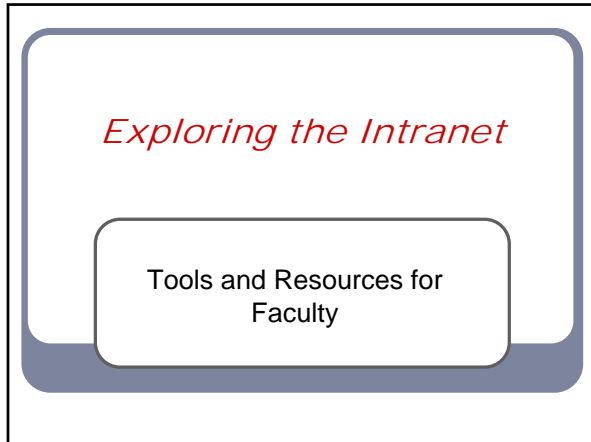


# Exploring the SCCD Intranet



## Agenda

- define intranet
- why have an intranet?
- accessing the intranet
- exploring **general** tools/resources
- exploring **faculty** tools/resources

## Intranet Defined

- internal web site used to facilitate communication and access to information
- access is restricted to members of organization
- SCCD Intranet was “born” Fall, 2004
- each employee group gets tailor-made information and tools

## Why Have One?

- to provide better and easier access to information
  - Intranet VS Outlook Public Folders
- to limit access to information that should be “just for our eyes”
  - Payroll and Benefits
  - Instructor Briefcase
  - grant applications

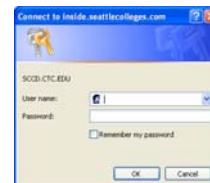
## Accessing the Intranet

- <http://InsideSeattleColleges.com>
- click **Enter Inside Seattle Colleges** button



## Login

- use Outlook email user name and password



# Exploring the SCCD Intranet

## General Resources

- **Calendar**
  - academic calendar, board meetings, professional development
- **Telephone**
  - FAQs, voicemail etiquette, SCAN instructions
- **Payroll & Benefits**
  - earnings history, benefits, forms, etc.
- **Commuter Info**
  - parking, forms, area transportation updates
- **District Policies and Procedures**

## General Resource - Payroll & Benefits



## General Resource - Telephones



## Faculty Resources

- **Instruction**
  - IBC, enrollment reports, grant applications, part time faculty handbook, etc.
- **Web Space**
  - district faculty web server accounts
  - district department web server accounts

## Faculty Resource - Instruction



## Instruction Resources

- Instructor Briefcase for rosters and grading
- enrollment reports for current and past quarters
- grant applications
  - curriculum & online course development
- evaluation requests for distance and on-campus courses
- info on students with disabilities

# Exploring the SCCD Intranet

## Faculty Resource – Web Space



The screenshot shows a web browser window with the URL [www.sccd.edu/inside](http://www.sccd.edu/inside). The page title is "Welcome Jean Kent". The left sidebar contains a navigation menu with items like "HOME", "Legislative News", "Newsroom", "Calendar", "Instruction", "Human Resources", "Personnel & Benefits", "Purchasing", "Information", "Web Space", "District Server", "Request Web Space", "Design Guidelines", "Website Policies", "Forwarding", "Secure FTP", "FAQs", "Employee Directory", and "Computer Info". The main content area is titled "About the server" and includes a "Web Space Policy" section with the following bullet points:

- The default size for Web Space is 10 megabytes. Requests for larger spaces must be made to the webmaster, and are subject to review based on purpose of the site and the nature of the application used.
- Web Spaces with no activity (files updated) for four months will be deleted.
- Web Spaces are not for personal use or gain.
- Any planned use of script must be approved by the webmaster. All scripts will be tested on the district development server before they can be posted to the production server.

Below the policy is a "Faculty Sites" section with the following bullet points:

- Faculty sites are available for all full-time and active part-time faculty.
- An email account on the District Exchange Server is required.
- If you do not have an email account that ends in @sccd.edu, contact [IT@SCCD](mailto:IT@SCCD).
- The URL for faculty accounts will be [http://www.sccd.edu/inside/your\\_email.htm](http://www.sccd.edu/inside/your_email.htm).

See for yourself!